

**CALIFORNIA POLLUTION CONTROL
FINANCING AUTHORITY**

915 CAPITOL MALL, ROOM 457 (95814)
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SACRAMENTO, CA 94209-0001
TELEPHONE: (916) 654-5610
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MEMBERS:
Phil Angelides, Chair
State Treasurer

Steve Westly
State Controller

Thomas Campbell, Director
Department of Finance

JOB OPPORTUNITY BULLETIN

Class: Associate Treasury Program Officer
Assistant Treasury Program Officer
Junior Staff Analyst

Tenure: Permanent

Time Base: Full-Time

Salary: \$2,632 - \$3465 – Junior
\$3418 - \$4155 – Assistant
\$4111 - \$4997– Associate

Under the supervision of the Treasury Program Manager I of the California Pollution Control Financing Authority (CPCFA), and under the general direction of the Deputy Executive Director of CPCFA/CIDFAC (acronym for the California Industrial Development Financing Advisory Commission), the incumbent acts as analyst for the Authority's and the Commission's tax-exempt bond programs. As an analyst, the incumbent will be responsible for the following duties:

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Analyze CPCFA, CIDFAC, and California Debt Limit Allocation Committee (CDLAC) applications received for tax-exempt financing for pollution control and industrial development projects; ensure the applications contain all necessary information and include all required documentation; contact members of the proposed finance teams and borrowers to obtain additional information and documentation as required; independently draft staff reports on the proposed tax-exempt financing for management, executive staff, and for presentation to the Boards.
- Process applications for final resolutions; ensure the Authority/Commission receives all necessary information and all required documentation; analyze the information for compliance with the applicable statutes, regulations, and policies; contact members of the proposed finance teams and borrowers to obtain additional information and documentation as required; work with management and counsel to determine the details of the proposed tax-exempt financing and the proposed pollution control/industrial development project to ensure they meet State law requirements; independently prepare staff reports on the proposed tax-exempt financing for management, executive staff, and for presentation to the appropriate Board.
- Analyze documents related to the sale of tax-exempt pollution control/industrial development bonds; work with management, counsel, and finance team members to ensure the accuracy of the documents.
- Perform special projects and assignments on topics concerning the direction of CPCFA's/CIDFAC's programs; prepare issue papers on special topics; assist with administrative duties within the office such as developing and monitoring contracts and monitoring and projecting budgets.
- Other duties as required.

DESIRABLE QUALIFICATIONS:

- Strong writing skills.
- Strong interest in public finance.
- Ability to make oral and written presentations before the Authority's Board.
- Demonstrate a high degree of good judgment, analytical ability, and independence in carrying out assignments.
- Demonstrate a high degree of responsibility, dependability, and flexibility on the job.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have eligibility as an Associate Treasury Program Officer, Assistant Treasury Program Officer or Junior Staff Analyst may apply.

Please state the source of your eligibility. If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number 345-002-4223-005 next to the classification on your application/resume, i.e., Associate Treasury Program Officer, Assistant Treasury Program Officer, or Junior Staff Analyst CPCFA .

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be screened and only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Cec Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The CPCFA complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact CSFA at (916) 654-5610 or TDD (916) 654-9922.